

**Opening Date:** October 18, 2019  
**Closing Date:** Open Until Closed  
**Work Location:** Austin, Texas  
**Posting Number:** 20-14  
**Monthly Salary:** \$3,082.00 – \$3,708.66\*  
**Group/Class:** B17/1980  
**Travel %:** 5%  
**Division/Department:** O&A/SS&CA/C&P  
**Number of Positions:** 2

\*Salary commensurate with experience

## **JOB VACANCY NOTICE**

### **Contract Specialist II**

*Texas Water Development Board, Stephen F. Austin Building  
1700 North Congress Ave., Room 670, Austin, Texas 78701  
Please contact Human Resources for accommodation requests.  
Phone: (512) 475-2142  
Apply at: Work in Texas [www.workintexas.com](http://www.workintexas.com) OR  
[HR@twdb.texas.gov](mailto:HR@twdb.texas.gov)*

#### **Veteran's Preference**

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 51C Acquisition, Logistics and Technology (AL&T) Contracting NCO, LS Logistics Specialist, 3044 Operational Contract Support (OCS) Specialist, 6COX1 Contracting or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_PropertyManagementandProcurement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PropertyManagementandProcurement.pdf).

#### **Job Description Summary**

Performs complex (journey-level) contract development, management and monitoring work. Work involves developing and evaluating a broad range of contracts. Works under general supervision with moderate latitude for the use of initiative and independent judgment. Reports to the Manager of the Contracting and Purchasing Department.

#### **Essential Job Functions**

- Develops solicitations, contracts, and amendments by identifying provider resources, describing services to be rendered, evaluating information supplied by bidders, and negotiating contract specifications.
- Monitors contract performance by examining billings, fiscal data, and eligibility determinations for compliance with terms of contract and policies.
- Monitors legal and regulatory requirements pertaining to contracting.
- Evaluates expenditure data and makes projections to ensure appropriate use of funds.
- Serves as a liaison with contract providers to ensure participation is consistent with program, legal, and fiscal requirements.
- May assist in developing bid evaluation scoring instruments.
- May assist with contract reporting, deliverables acceptance and contract related records management.
- Provides guidance regarding contract administration, policies, and procedures.
- Complies with purchasing policies and regulations and insures agency and state procurement procedures are followed in all procurements.
- May monitor legal and regulatory requirements pertaining to contracting.
- Supports the coordination and facilitation of contracting related meetings such as kick-off meetings, post-award conferences, team briefings, and evaluation scorings.
- May recommend changes to solicitation and contract boilerplate documents and other contract-related documents.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.



The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

HR-002 (Non-Supervisory)

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## Job Vacancy Notice (cont.)

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- Assists with developing contract administration policies and procedures.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

### **Minimum Qualifications**

- Graduation from an accredited four-year college or university with major course work in Business Administration or a related field.
- Three to five years of experience in contract development and/or bid specification development.
- Relevant education and experience in business analysis, project administration or closely related experience may be substituted on a year-for-year basis.

### **Preferred Qualifications**

- Certification as Certified Texas Contract Manager (CTCM).

### **Knowledge, Skills, and Abilities (KSAs)**

- Knowledge of state and federal contracting regulations and procurement rules, of negotiating contracts, of developing contracts, of business administration and accounting principles and practices, and of policies and procedures of contract management.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Ability to communicate clearly and concisely, verbally and in writing.
- Ability to interpret policies, procedures, and regulations.
- Ability to evaluate fiscal data for reasonableness, necessity, and conformity with contract requirements.
- Ability to train others.
- Ability to prioritize and multi-task projects in a fast-paced work environment.
- Ability to take initiative to effectively monitor and manage workload.
- Ability to pay attention to details.
- Ability to effectively handle difficult situations and provide excellent customer service.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 5% of the time, primarily within the State of Texas.

## Job Vacancy Notice (cont.)

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- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.

### **Remarks**

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.